

STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
PROCUREMENT AND CONTRACTS BRANCH  
December 28, 2004  
ADDENDUM C  
TO  
REQUEST FOR PROPOSALS  
No. RFP F05-046  
PROVIDE SURROGATE PARENT SERVICES  
FOR THE DEPARTMENT OF EDUCATION (DOE)

Written Question

One additional Written question received by the RFP Contact Person on or before the November 12, 2004 deadline is listed below. The following response is hereby provided, and appears in ***bold italics***.

1. In the case of a newly formed organization for which a financial audit cannot be conducted, can other documentation be considered (e.g. bank account statement) in lieu of the financial audit?

***Substitutions to the financial audit will not be accepted. The financial audit is one of several documents listed in Section 3 (V)(B)(1), Accounting System. The documents are requested in order to determine the adequacy of the applicant's accounting system, and evaluation will be made according to the documents provided.***

The following changes to the RFP are hereby made (changes appear in ***bold italics***):

1. Add the following to Section 2, page 2-7, number 8 Pricing structure or pricing methodology to be used:

***Contractor's payment for satisfactory services rendered will be made monthly. The monthly payment amount will be based on the monthly average number of students projected to receive services during the school year.***

2. Add the following to Section 3, Page 3-4, IV. Service Delivery:

***Applicant should provide a detailed description of the student information that the Applicant proposes to collect and maintain as well as a description of monthly statistical and summary information to be provided to the DOE. The Applicant may include sample reports. For more detailed information about report requirements, refer to the response provided to Orientation Meeting Question number 3 in Addendum B of this RFP.***

3. Add the following item to the list of evaluation criteria in Section 4, page 4-3, Number 4. Service Delivery:

**5 points**

***Applicant provides report samples and descriptions which demonstrate the ability to provide DOE with adequate information about students serviced. For more detailed information about report requirements, refer to the response provided to Orientation Meeting Question number 3 in Addendum B of this RFP.***

4. Change the points assigned to the following item in the list of evaluation criteria in Section 4, page 4-3, Number 4 Service Delivery:

**~~18 points~~ 13 points**

***Applicant demonstrates an understanding of the IDEA and Vocational Rehabilitation Act, and requirements of an appropriate FAPE.***

5. Add the following to the last item in the list of evaluation criteria in Section 4, page 4-4, Number 5 Financial, Adequacy of accounting system:

***Applicant provides documentation such as: most recent financial audit of Applicant, description of how accounting system is organized to handle contract, description of billing procedure including payment to subcontractors, name/qualifications of individual responsible for accounting and billing, most recent program annual report, description of the internal control structure, description of subcontracted accounting work if any***